Business Services Online Tutorial

How to use View Status/Errors/Notice Information

Step 1: Login to Business Services Online via the Business Services Online Welcome Page.

Step 2: Select 'View Status/Errors/Notice Information' link from the Business Services Online Home Page.

Step 3: The Submission Selection page will display.

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Business Services Online
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Submission Selection

Receipt Year

The Receipt Year is the year that the Social Security Administration began processing your original submission. For Resubmissions, the Receipt Year is identified on your original Resubmission Notice.

Please Choose Receipt Year [2002 ▼]

WFID Option

You may specify up to five Wage File Identifiers (WFIDs) or Tape Library Control Numbers (TLCNs) for the selected Receipt Year. If you do not specify one or more WFIDs/TLCNs, all WFIDs/TLCNs will be displayed.

Note: If you filed using magnetic media or electronic media other than the Internet, allow one to six weeks for your submission information to be available. If you are self-employed, only Internet submissions will be displayed unless you specify one or more WFIDs/TLCNs. Submission information is not displayed for paper submissions.

Enter WFIDs / TLCNs :

1. [   ]
2. [   ]
3. [   ]
4. [   ]
5. [   ]

Sort Option

Sort List By [Receipt Date ▼]

[Continue...]   [Cancel]   [Help]

Have a question? Call **1-800-772-6270** to speak with Employer Customer Service personnel.
For TDD/TTY call **1-800-325-0778**.

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Step 4: Select the Receipt Year of your original submission.

Step 5: (Optional) Enter your WFIDs or TLCNs for the selected Receipt Year. If you do not enter WFIDs or TLCNs, all WFIDS/TLCNs under your EIN or SSN for the selected Receipt Year will display.
(**Note:** If you are self-employed, and did not register using an EIN, only Internet wage report submissions will be displayed).

Step 6: Select your Sort Option. The Sort Options are by Receipt Date, WFID/TLCN, Version, Filing Method, Number of Forms W-3, Processing Status, and Status Date.

Step 7: The Submission Information Page will display.

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Help

Return to Submission Selection

Submission Information

Submission Information for EIN: 942728480

Select the results displayed in the Processing Status column for an explanation of status codes. If you used a method other than the Internet to file your submission, allow six weeks for it to be displayed here.

* Note: In most cases the Resubmission Notice and View Critical Errors columns will be empty unless the Social Security Administration asked you to resubmit your data. If you have been asked to resubmit your data, select the links provided to view your error information by error description or by report number.

TIP: Use your browser menu Save As or Print feature if you wish to save or print this page for your records.

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Receipt Date	WFID/TLCN	Version	Filing Method	No. of W-3's	Processing Status	Status Date	*Resubmission Notice	*View Critical Errors
05/15/03	401301	03	3.5 DISK	00001	RETURN	05/18/2003	View	By Error Description By Report Number
05/07/03	401301	02	3.5 DISK	00001	RETURN	05/10/2003	View	By Error Description By Report Number
03/17/03	401301	01	3.5 DISK	00001	RETURN	03/20/2003	View	By Error Description By Report Number
03/17/03	400589	03	3.5 DISK	00001	RETURN	05/10/2003	View	By Error Description By Report Number
03/09/03	400589	02	3.5 DISK	00001	RETURN	03/12/2003	View	By Error Description By Report Number
03/03/03	400589	01	3.5 DISK	00001	IN PROCESS	03/04/2003		
07/17/03	JUL104	05	INTERNET		RETURN	09/02/2002	View	By Error Description By Report Number
07/17/03	JUL104	04	CD-ROM		RETURN	09/02/2002	View	By Error Description By Report Number
11/08/03	JUL104	06	INTERNET		CONTROL	11/13/2002		
07/07/03	JUL104	01	INCOMPAT		RETURN	08/30/2002	View	By Error Description By Report Number
07/17/03	JUL104	03	INTERNET		RETURN	09/02/2002	View	By Error Description By Report Number
07/17/03	JUL104	02	INTERNET		RETURN	09/02/2002	View	By Error Description By Report Number
07/17/03	JUL092	03	INTERNET		RETURN	09/02/2002	View	By Error Description By Report Number
07/17/03	JUL092	04	INTERNET		RETURN	09/02/2002	View	By Error Description By Report Number
07/17/03	JUL092	02	INCOMPAT		RETURN	09/02/2002	View	By Error Description By Report Number
07/07/03	JUL092	01	WIRE		RETURN	08/30/2002	View	By Error Description By Report Number
07/17/03	JUL092	05	INTERNET		RETURN	09/02/2002	View	By Error Description By Report Number

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Explanation of Processing Status codes:

RECEIVED	The Social Security Administration has received your W-2 Copy A file.
CONTROL	The Social Security Administration has placed your W-2 Copy A file so that it can be scheduled for processing.
SCHEDULED	The Social Security Administration has scheduled your W-2 Copy A file for processing.
COMPLETE	The Social Security Administration was able to complete processing of your W-2 Copy A file.
DUPLICATE	You submitted the same information on another W-2 Copy A file that has already been processed.
RETURN	A request for corrected W-2 data has been sent to you.
DELETE	Your W-2 Copy A file has been deleted. Please call the Employer Reporting Branch at 1-800-772-6270 between Monday and Friday, 7:00 a.m. to 7:00 p.m. Eastern Standard Time for further information.
IN PROCESS	Your W-2 Copy A file is being processed.

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